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Air Resources Board

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Gray Davis
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: November 1, 2001

SUBJECT: SAFETY MEETING IDEAS – NOVEMBER 2001

Suggested issues to discuss during your next meeting are:

1. California Poison Control

The California Poison Control System (CPCS) is a statewide network of trained experts who provide toll-free hotline information and advice about treating poisonings 24 hours a day, everyday - free of charge. Interpreting services are available in over 100 languages making CPCS accessible to all California residents. The Statewide Emergency 24-hour Hotline telephone number is: 1-800-876-4766 and the website is www.calpoison.org.

2. Guidelines Regarding Opening Mail from the Office of Emergency Services

Many people have questions about how mailrooms and offices should handle mail that may contain a written threat of chemical or biological material inside, or mail that may contain some form of powder. Following are common sense steps to take in workplaces. They have been developed jointly by health professionals, the FBI, and the California Governor's Office of Emergency Services.

The risk of contracting any disease from an envelope is extremely low. General awareness of one's surroundings and suspicious mail is appropriate.

General precautions for those who handle large volumes of mail:

- Wash your hands with warm soap and water before and after handling the mail.
- Do not eat, drink or smoke around mail.
- If you have open cuts or skin lesions on your hands, disposable latex gloves may be appropriate.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

3. Proper Disposal of Syringes

For some people, using syringes is a part of every day life because of a medical need, such as diabetes or asthma. The problem of how to responsibly dispose of the used syringes is sometimes an issue. We ask that you not throw it in the trash even if the needle is broken off. Many local drug stores and pharmacies sell "sharps containers" for under \$5 and sometimes provide them for free to put used syringes in. Full containers can be exchanged for an empty one. That would be an easy solution to a big problem.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information

